

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
FOURTH QUARTER MEETING

Minutes of Friday, December 2, 2011

The Fourth Quarter Holiday meeting of the Delaware Public Purchasing Association (DPPA) for 2011 was hosted by the City of Wilmington at Firestone Restaurant.

Present in attendance: Andria Smith, Clifton Crawford, Ruth Kowalski, Toni Frieson-Jones, Yvonne Gordon New Castle County; Peter Gregg, City of Dover; Kim Cuffee and Sussanne Jara, DSP; Lisa Tusick, Town of Bethany; Tina Austin, City of Wilmington; Janet Schukoske, State of Delaware; Retirees Mike Sabol and Dorthy Pecqueur; Guest Jean Sabol

Opening of the Meeting – Sussanne

Sussanne Jara, President, called the meeting to order at 12:01 p.m.

Reading of the Minutes

Sussanne asked for a waiving of the reading of the minutes.

A motion was made by Mike Sabol and seconded by Peter Gregg and unanimously passed.

Treasurer's Report – Kim

The treasurer's report was presented. In addition to the checking balance, the DPPA also has a \$10,000. CD.

A motion was made to accept the Treasurer's Report as written by Pete Gregg seconded by Mike Sabol; passed unanimously.

Copy attached.

Finance – Paul

No report

Program – Sussanne

Nothing scheduled at this time. Programs will be set up for future meetings.

Chapter Liaison – Sussanne

The 2012 Regional II Conference has been changed from New Jersey to Pennsylvania due to the Annual Forum scheduled for Philadelphia.

From NIGP – If anyone wants to submit for a Buyer or Manager Award submissions are due by May 1, 2012. Access the NIGP website for the requirements.

Year at a glance for NIGP:

February 6th is the deadline to apply for the Spring CPPB/CPPO exams

February 20th is the deadline for the certification exams

March is Purchasing Month

We had discussed applying for Small Chapter of the Year – the deadline for submission is May 1st. We will explore this at our next quarterly meeting

Awards & Scholarships – Pete & Ruth

Pete asked for permission to begin revising the policy. He plans to have something ready for review at the next meeting. Mike Sabol volunteered to work with Pete on the revision.

Membership – Pete

Pete will push out to the newspaper our next quarterly meeting. Sussanne reported that we have two new members for 2012.

Pete will mail out the membership renewal notices. Sussanne reminded us that retirees must also renew their membership.

Professional Development – Andria

No report

Public Relations – Cliff

No report

Historian – Kim

No report. Sussanne verified that all the conference information is being placed in the historical files.

Region II Conference Wrap up – Cliff

Everyone did a good job, received many compliments. The Hotel provided a “we will do better in five years” response after receiving an e-mail addressing the issues we experienced.

Sussanne sent all the thank you notes out to the speakers, including the Governor, Vice President.

A refund of half the cost was granted for two attendees that could not come because of medical issues. Mike Sabol made the motion, Clifton Crawford seconded, unanimously approved. Kim will process the refund.

Sussanne shared a few complimentary e-mails she received regarding the conference.

Old Business

No old business

New Business

Elections – Verified everyone voted

Pete provided the following results: 16 out of 25 active members voted

President – Sussanne Jara (16)

1st VP - Ruth Kowalski (16)

2nd VP - Lisa Tusick (11) Clifton Crawford (4)

Treasurer - Kim Cuffee (15)

Secretary – Toni Frieson-Jones (16)

Positions are for a period of two (2) years.

Pete provided the results to the Historian.

Meeting dates for 2012

1 st Quarter	Delaware State Police & City of Dover
2 nd Quarter	New Castle County
3 rd Quarter	Town of Bethany
4 th Quarter	City of Wilmington

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Andria D. Smith, CPPB
Member of DPPA